Out-of-State Institutions and
In-State Proprietary Institutions Offering Instruction in Indiana
with a Physical Presence in the State

DEGREE APPLICATION
(*New or Renewal program*)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution   Kaplan University

Name of Program   Master of Science in Human Services (44.0000)

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.)   MS

Name of Person Preparing this Form   Kelly Karki

Telephone Number   312-385-1416   **Application Type**

Date the Form was Prepared   October 7, 2015 (Revised 11/23/2015)   X Initial   or   Renewal
(Revise date after any revision)

I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

The Master of Science in Human Services program is designed for professionals who are committed to improving the quality of life for all people in the growing field of human services in the twenty-first century. The curriculum prepares human services professionals for leadership positions and to become advocates for change. The curriculum focuses on the delivery of services, accessibility, the design, implementation, and evaluation of interventions, as well as the planning, administration, and coordination of programs.

Specializations
Students will select one of two areas of specialization: family and community services or organizational and social services. Students will complete both core courses and specialization courses, which will provide a comprehensive education in theory and practice. Students will work on developing critical thinking and problem-solving skills that will assist them in meeting their personal and professional goals in the chosen specialization area.

The family and community services specialization addresses the complexities of the roles involved in developing and administering services for children and families. Emphasis on human development, resiliency, family theories, and advocacy will be the foundation of this program.

The organizational and social services specialization is designed to prepare students with the knowledge and skills to work with diverse funding sources, influence policy, supervise staff, and to develop and administer programs and interventions that address the needs within communities.

In any of the specializations, students may elect to complete an internship, which is an important component to help gain relevant skills and experience in the field.

Program Length
The Master of Science in Human Services consists of a minimum 45 quarter credit hours. Upon successful completion of the program, students will be awarded a master of science degree.

Program Outcomes

- Knowledge Base: Examine broad organizational roles and functions, and various methods of advocacy.

- Historical Impact: Explore the history of the human services profession, and the impact of past and present policies and legislation.

- Theory: Apply appropriate strategies using a theoretical and philosophical framework built on values of the human services profession.

- Research: Assess information related to service delivery, including data analysis, and the interpretation and evaluation of findings.

- Values, Ethical Practices, and Self-Care: Evaluate personal expectations, values, ethics, and self-care strategies as they relate to professional practice.

- Critical Thinking: Analyze scope of populations served and appropriate methods of service delivery based on individual needs.

- Application: Apply skills, strategies, and knowledge related to design, implementation, and evaluation of human services programs.

II. PROGRAM STRUCTURE: **List all courses in the program. Indicate course name, course number, and number of credit hours or clock hours for each course.**

Name of Program:

Master of Science in Human Services

Total Course Hours: 45   Check one: Quarter Hours   X

Semester Hours _____

Clock Hours _____

Tuition : $17,325   Length of Program: 90 Weeks

SPECIALTY COURSES:				
Course Number	Course Title			Course Hours
HN 501	HUMAN DEVELOPMENT AND HUMAN BEHAVIOR IN CONTEXT			5
HN 502	HISTORY, MULTICULTURALISM, AND DIVERSITY IN HUMAN SERVICES			5
HN 505	SKILLS AND PRACTICE IN HUMAN SERVICES			5
HN 510	PROFESSIONAL ETHICS AND PERSONAL VALUES			5
HN 599	MASTER'S CAPSTONE IN HUMAN SERVICES			5
	CHOOSE ONE OF THE FOLLOWING			
HN 598	MASTER'S INTERNSHIP IN HUMAN SERVICES			5
	OPEN ELECTIVE			5
	TOTAL CORE REQUIREMENTS			**30**
	OPEN ELECTIVE REQUIREMENTS			
	SPECIALIZATION COURSES			15
	TOTAL OPEN ELECTIVE REQUIREMENTS			**15**
	SPECIALIZATION REQUIREMENTS – FAMILY AND COMMUNITY SERVICES			

HN 520	FAMILY RESILIENCE ACROSS THE LIFE SPAN			5
HN 521	DEVELOPING AND DELIVERING FAMILY SERVICES			5
HN 522	ADVOCACY FOR CHILDREN AND FAMILIES			5
	TOTAL SPECIALIZATION REQUIREMENTS			0
	Specialization courses are completed within the open electives requirement of the degree plan			
	TOTAL PROGRAM REQUIREMENTS			**45**
	SPECIALIZATION REQUIREMENTS – <u>ORGANIZATIONAL AND SOCIAL SERVICES</u>			
HN 530	RESEARCH, GRANT WRITING, AND FUNDING			5
HN 531	PROGRAM DEVELOPMENT AND ADMINISTRATION			5
HN 532	ORGANIZATIONAL NONPROFIT MANAGEMENT			5
	TOTAL SPECIALIZATION REQUIREMENTS			0
	Specialization courses are completed within the open electives requirement of the degree plan			
	TOTAL PROGRAM REQUIREMENTS			**45**

GENERAL EDUCATION/LIBERAL ARTS CCOURSES   COURSE HOURS

Number of Credit/Clock Hrs. in Specialty Courses: 45   /   45   Percentage: 100%

Number of Credit/Clock Hrs. in General Courses: N/A   /   Percentage:

If applicable:
Number of Credit/Clock Hrs. in Liberal Arts: N/A   /   Percentage:

III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

Students enrolled in one of the University's educational delivery systems are assured access to educational resources and services. The Kaplan University Online Library maintains and develops information resources and services that support the education goals of students, faculty, and staff. Through the Kaplan University Online Library's website, students have access to thousands of e-books and periodicals, including professional, scholarly, and trade journals, and other monographs.

Because library skills are an integral part of academic achievement, guidance on the use of research tools and resources is available through interactions with library staff, video demonstrations, and other instructional aids. The development of library skills is strengthened by research components built into the University's curriculum.

Professional librarians and trained support personnel are available to assist by email, live chat, and telephone. Normal staff hours are Monday-Friday: 9:30 am–7:00 pm ET. There are 8 full-time librarian staff members and 1 part-time member.

2. Number of volumes of professional material:

See above.

3. Number of professional periodicals subscribed to:

See above.

4. Other library facilities in close geographical proximity for student access:

Not applicable.

IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor.
** Include all required documentation pertaining to the qualifications of each instructor.

Total # of Faculty in the Program:	29	**Full-time:** 2	**Part-time:** 27

Fill out form below: (PLEASE LIST NAMES IN **ALPHABETICAL** ORDER.)

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one: Full-time	Part-time
Alloway-Higgins, Alonda	PhD		2.5	0		Part Time
Belfield, Lisa	EdD		6.1	0		Part Time
Berry, Diane	JD		3.9	2.4	Full Time	
Borland, Mark	PhD		1	0		Part Time
Bradley, Juliet	PhD		6	0	Full Time	
Craft, Jackie	PhD		2.7	0		Part Time
Crook, Tylon	PhD		0.7	0		Part Time
Crossley, Michelle	PhD		0.6	0		Part Time
Day, Rebecca	EdD		5.8	0		Part Time
Dennis, Toi	PhD		4.9	0		Part Time
Embaye, Nikayo	PhD		5.7	0		Part Time
Farmer, Philip	PhD		2.5	0		Part Time
Gates-Crandall, Trevor	PhD		2.1	0		Part Time
Hale, Lynne	PhD		0.9	0		Part Time
Houston, Jessica	PhD		2.5	0		Part Time
Howser, Michele	PhD		0.6	0		Part Time

Jackson, Tracy	PhD		5.1	0		Part Time
James, Ramona	EdD		2.1	0		Part Time
Jones, Lisa-Marie	Doctor of Behavioral Health		1.9	0		Part Time
Jordan, Masica	EdD		2.6	0		Part Time
Limoges, Clint	PhD		0.7	0		Part Time
Orpustan-Love, Denise	PhD		5.9	0		Part Time
Quarles, Valerie	PhD		1.9	0		Part Time
Rhoades, Jason	PhD		6.2	0		Part Time
Santos, Tad	MA		6	0		Part Time
Simon, Linda	EdD		1	0		Part Time
Smith, Deborah	PhD		5.4	0		Part Time
Stewart, Carla	PhD		1	0		Part Time
Sullivan-Ham, Katheryn	PhD		3.9	0		Part Time

Supplementary Information on
Licensure, Certification, and Accreditation

Institution: Kaplan University

Degree Program: Master of Science in Human Services

Locations: Indianapolis

State Licensure

Does a graduate of this program need to be licensed by the State to practice their profession in Indiana and if so, will this program prepare them for licensure?   No.

 If so, please identify

The specific license(s) needed:

The State agency issuing the license(s):

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Professional Certification

What are the professional certifications that exist for graduates of similar program(s)?

Human Services-Board Certified Practitioner

Will a graduate of this program be prepared to obtain national professional certification(s) in order to find employment, or to have substantially better prospects for employment, in a related job in Indiana? Yes

If so, please identify

Each specific professional certification: Human Services-Board Certified Practitioner

The national organization issuing each certification: The Center for Credentialing and Education

Please explain the rationale for choosing each professional certification: This is a national certification developed by the Center for Credentialing and Education with the assistance of the National Organization for Human Services and the Council for Standards in Human Services.

Please identify the single course or a sequence of courses that lead to each professional certification? Students are required to have an associates, bachelors or masters degree in human services.

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Professional Industry Standards/Best Practices

Does the program curriculum incorporate professional industry standard(s) and/or best practice(s)? Yes

If so, please identify: The curriculum incorporates the standards of the Council for Standards in Human Service Education.

The specific professional industry standard(s) and/or best practice(s):

The organization or agency, from which the professional industry standard(s) and/or best practice(s) emanate:

The curriculum adheres to the standards outlined by the Council for Standards in Human Service Education (CSHSE)

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Program Accreditation

Does this program need specialized accreditation in order for a graduate to become licensed by the State or to earn a national professional certification, so graduates of this program can work in their profession or have substantially better prospects for employment? No

If so, please identify the specialized accrediting agency:

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Transferability of Associate of Science Degrees

Since CHE/BPE policy reserves the Associate of Science designation for associate degrees whose credits apply toward meeting the requirements of a related baccalaureate degree, please answer the following questions:

Does a graduate of this A.S. degree program have the option to apply all or almost all of the credits to a related baccalaureate degree at your institution? Not applicable.

If so, please list the baccalaureate degree(s):

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Job Titles

List specific job titles and broad job categories that would be appropriate for a graduate of this program:

Case Manager- working closely with behavioral technicians and counselor's to support a client's participation in the case plan.

Program Director- Typically reports to Executive Director or Vice President

Development Director (Fundraiser)- Typically reports to Executive Director

Executive Director (President)- Typically establish a presence in the community and have the ability to bring staff, volunteers, board members and community together to achieve a common goal. Typically reports to the Board of Directors.